

OPPORTUNITY TO WORK AT THE PAL NETWORK

Finance Assistant

About PAL Network

The People's Action for Learning (PAL) Network is a south-south partnership of 17 member organizations working across Africa, Asia, and America to assess children's basic reading and numeracy skills. Member organizations conduct citizen-led assessment and action intervention programs aimed at improving learning outcomes. Registered as a standalone NGO in Nairobi (Kenya), PAL Network was formed to accelerate and coordinate the shared work of its members towards achieving common goals and objectives.

Purpose of the Role

The Finance Assistant will support the Finance Department in delivering the accounting and local statutory reporting for PAL secretariat. The role will primarily comprise transaction processing for invoices and expenses together with some reconciliations and reporting. be responsible for financial management, statutory requirements, bank reconciliation, subgrant reporting, budgeting, and compliance. Specific duties will include:

Job Description

A. PAYMENT PREPARATION & REVIEW OF ALL SUPPORTING DOCUMENTS (50%)

- Preparation of all Payment vouchers for the organisation in Xero and approval max to ensure supporting documents are attached, and budget lines and donors are in order.
- Offer first-line review and verification on the completeness and correctness of supporting documents, budget lines, and amounts according to organizational policies.
- Collaborate with relevant departments to resolve any discrepancies or issues in payment documentation before approving payments.

B. BANK RECONCILIATION AND STATUTORY REPORTING (30%)

- Initiate monthly reconciliation of all bank accounts, petty cash, Mpesa accounts, and member/partner accounts.
- Identify and resolve discrepancies promptly, providing detailed reports to management on financial status.
- Timely preparation and maintenance of statutory registers including withholding tax register, asset register and support in statutory compliance.
- Support in reporting on withholding tax reports for timely payment with the statutory bodies.
- Prepare statutory vouchers in preparation for approval and payment in accounting systems including bank charges for all bank accounts and submit them for review and approval.



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C. Budgeting and compliance (15%)

- Support in organizational budgeting when required including activity budgeting, donor budgeting and reporting.
- Support in developing budgeting templates and supporting overall financial internal controls.
- Support in internal and external audits ensuring audit preparation and execution as required.
- Implement audit recommendations and continuously improve financial processes.

D. OTHER (5%)

- Attend and fully participate in organizational meetings, events, and training.
- Perform such other duties as may be required from time to time.
- Support in the orientation of new staff to finance systems.

QUALIFICATIONS AND EXPERIENCE

- A bachelor's degree in finance, accounting, or any other business-related field.
- A minimum of 3 years of professional experience in a relevant field such as contracting, procurement, and grants management, preferably in an international NGO.
- Strong understanding of financial processes
- Ability to analyze risks and weaknesses in internal control processes and explain them clearly. Discretion and tact are important.

SKILLS AND COMPETENCIES

- A team player and contribute positively to the team and organization.
- Resilience and the flexibility to adapt to changing conditions.
- Possess excellent writing, editing, analytical and oral communication skills along with an ability to distil complex contracting concepts into understandable language.
- Knowledge of basic computer programs (e.g., Microsoft Office) is required.

APPLICATION PROCEDURE

To apply for this position, please send the following documents to jobs@palnetwork.org by the close of business on **9th April 2024**:

1. Cover letter (maximum of 1 page)
2. CV (maximum of 2 pages)